



**Course Syllabus: Graduate Practicum in Professional Studies**  
**West College of Education & Professional Studies**  
**EDUC 6823 Section X20**

**Spring 2026: Jan 20-May 8, 2026**

**Contact Information**

Instructor: Stephanie Zamora Robles

Office: Bridwell Hall 104E

Office Hours:

Tuesday: 3:30 -4:30 pm

Wednesday: 11:00 am -1:30 pm

Thursday: 12:30 – 2:00 pm

Note: By appointment for all online learners

Office phone: 940-397-6220

E-mail: [stephanie.robles@msutexas.edu](mailto:stephanie.robles@msutexas.edu)

**Instructor Response Policy**

The best way to contact me is through email. I usually respond quickly. You can expect a response within 24 hours, however, it could be a little longer on weekends or holidays.

**Textbook & Instructional Materials**

No textbook required.

**Course Description**

This course enables students to combine classroom learning with their own experience to research and report on a specific professional area of interest. Students will demonstrate their acquired skills in communication, leadership, critical inquiry, and ethics, and will discuss their professional development goals. It must be taken during the student's final semester of degree work.

**Course Objectives/Learning Outcomes/Course Competencies**

1. The student will demonstrate ethical decision-making in relation to the practicum project.
2. The student will practice critical inquiry in the completion of the practicum project.
3. The student will identify leadership and communication skills in relation to the practicum project.

## Student Handbook

Refer to: [Student Handbook](#)

### Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, use of AI passed off as original writing, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

## Grading/Assessment

### Course Grade

Assignments	Points
Practicum Placement Documentation	50
Placement Description	150
Practicum Project	400
Practicum Reflection	200
Practicum Log	200
Total Points	1000

Table 2: Total points for final grade.

Grade	Points
A	900
B	800 to 899
C	700 to 799
D	600 to 699
F	Less than 600

### Assignments

All assignments will be turned in via D2L. The student must complete 100 practicum hours in the semester. There will be 5 assignments in the practicum and two Zoom sessions with the instructor.

#### *Practicum Placement Documentation*

The student will upload signed practicum placement documentation in D2L.

#### *Placement Description Assignment*

The student will complete a description of the practicum placement site/department and the reason for choosing this site.

#### *Practicum Project*

The student will complete a practicum project at the practicum placement site. The project will be chosen in conjunction with the placement mentor. Requirements for the practicum project are found on the practicum project assignment document in D2L.

#### *Practicum Reflection*

The student will complete a written reflection of learning during the practicum and contribute to the practicum site using the provided reflective questions.

#### *Practicum Log*

The student will keep a log of 100 practicum hours completed at the practicum site. The log will be completed using the practicum log template and signed by the practicum mentor.

#### **Extra Credit**

No extra credit will be considered in this course.

#### **Late Work**

Work should be turned in on time. Any issues that impact your timeliness should be discussed with the instructor.

#### **Important Dates**

Last day for term schedule changes: Jan 23, 2026

Deadline to file for May graduation: Feb 16, 2026

Last Day to drop with a grade of "W": Mar 18, 2026

Refer to [Drops, Withdrawals & Void](#)

#### **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program, as it serves as the primary source of communication for assignments, examination materials, and general course information. You can log in to D2L via the MSU Homepage. If you experience difficulties, please contact the program's technicians or your instructor.

#### **Online Computer Requirements**

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. For help, log into [D2L](#).

#### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

#### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and

room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#) or email [disabilityservices@msutexas.edu](mailto:disabilityservices@msutexas.edu).

### **College Policies**

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

### **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

### **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### **Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### **Active Shooter**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such

as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage ["Run. Hide. Fight."](#)

### **Obligation to Report Sex Discrimination under State and Federal Law**

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University’s Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick

Title IX Coordinator

Sunwatcher Village Clubhouse

940-397-4213

[laura.hetrick@msutexas.edu](mailto:laura.hetrick@msutexas.edu)

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University’s policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

### **Grade Appeal Process**

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

### **Notice**

Changes to the course syllabus, procedures, assignments, and schedule may be made at the instructor's discretion.

## Course Schedule

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 Jan 20-25	Zoom with the instructor to establish placement	On or before Jan 25
Week 2 Jan 26-Feb 1	Practicum Placement Documentation Practicum Hours	Due Feb 1
Week 3 Feb 2-8	Practicum Description	Due Feb 8
Week 4 Feb 9-15	Continue Documenting Practicum Hours	
Week 5 Feb 16-22	Continue Documenting Practicum Hours	
Week 6 Feb 23-Mar 1	Zoom with the instructor to discuss progress	Before Mar 1
Week 7 Mar 2-8	Continue Documenting Practicum Hours	
Week 8 Mar 9-15	Spring Break	
Week 9 Mar 16-22	Continue Documenting Practicum Hours	Due Mar 22
Week 10 Mar 23-29	Continue Documenting Practicum Hours	
Week 11 Mar 30-April 5	Continue Documenting Practicum Hours	
Week 12 April 6-12	Continue Documenting Practicum Hours	Due Apr 12
Week 13 April 13-19	Continue Documenting Practicum Hours	
Week 14 April 20-26	Finalize all hours and assignments	
Week 15 April 27-May 3	Finalize all hours and assignments	
Week 16 May 4-8	Practicum Reflection	Due May 8